

**From:** [george.k@kesteven.com.au](mailto:george.k@kesteven.com.au)  
**To:** Kent Smith  
**Subject:** Appropriate person: governance and documentation  
**Date:** Monday, July 06, 2015 2:37:58 AM

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Dear Kent Smith —

I'm trying to find the right person at your organisation to talk to about governance and management system documentation. If you are the right person, could we arrange a time to speak?

The purpose of the conversation is to tell you about Phrontex: a content management methodology that can help you ensure (and prove) that your organisation is functioning as it should.

Every organization needs documentation, for good management and to demonstrate compliance with statutory and contractual requirements. In many organisations the documentation doesn't work very well: it's expensive to create and maintain, it's often poorly organised and partly out-of-date, it's poorly used, and it gives senior managers little comfort that their governance objectives are identified and met reliably.

Phrontex is a better way to create and manage documentation. It helps ensure that:

- your people have the information they need to work efficiently and effectively,
- your managers can PROVE that their activities are well managed.

If you are the right person to talk to, could we please organise a time for a 30 minute web presentation, so I can show you the system and explain how it might be of value to you?

If you are not the right person, to whom should I speak?

Thank you  
George Kesteven

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